

# School Order Form

Academic Year 2017-2018



School: \_\_\_\_\_ Date: / /

Contact Person: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Street Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Section A: Student Response Sheets and Scoring for the 1970 California Achievement Test

Line	Item	Qty	Price	Amount
1	Level 1,2 test recording from raw scores, per student (Grades 1-4).....	_____	\$7.00	_____
2	Computer scoring of Level 2 (only) test booklets.....	_____	\$12.00	_____
3	Level 3 Student Response Sheet (Grades 4-6) Scoring required, order on Line 6.....	_____	\$1.00	_____
4	Level 4 Student Response Sheet (Grades 6-9) Scoring required, order on Line 6.....	_____	\$1.00	_____
5	Level 5 Student Response Sheet (Grades 9-12) Scoring required, order on Line 6.....	_____	\$1.00	_____
6	Test Scoring for Levels 3, 4, 5 students, using the Catforms Student Response Sheets, per student.....	_____	\$7.00	_____
7	Duplicate test results, per student.....	_____	\$1.00	_____
8	New! Digital (pdf) test results, per student (minimum \$15, maximum \$50).....	_____	\$1.00	_____
9	Homeschool student surcharge (see back for details).....	_____	\$12.00	_____
Section A Subtotal (Minimum \$30)				_____

New to Ordering? Use our **How to Order Worksheet**

## Section B: Miscellaneous Items

Line	Item	Qty	Price	Amount
10	Academic Progress Test, Level 2•4, Form A, includes materials and scoring, per student.....	_____	\$12.00	_____
11	Test Administrator's Guide for the Academic Progress Test, Level 2•4, Form A.....	_____	\$3.00	_____
12	Transfer student test records from one school to another, per student.....	_____	\$5.00	_____
13	Test reprints (after tests have been processed and returned), per student.....	_____	\$5.00	_____
14	Manual scoring of Scoreze Answer Sheets, per student, in addition to recording from raw scores.....	_____	\$12.00	_____
15	Manual scoring of Level 1 booklets, per student, in addition to recording from raw scores.....	_____	\$12.00	_____
16	ADSS scores on Profile chart instead of grade equivalent scores (not common).....	_____	No Charge	_____
Section B Subtotal				_____

**Autumn Special:** Take 20% off your **Section A** subtotal if your order is faxed, emailed, or postmarked between Sep 1 and Nov 30. Payment must be received by Nov 30 to qualify. Actual testing can be done any time during the school year.

**Tentative Test Date:** / /

Sections A, B Subtotal \_\_\_\_\_

Autumn Order Discount, for **Section A only** \_\_\_\_\_

**Note: Materials will be mailed in January unless Tentative Test Date is marked earlier.**

(Optional, USA only) Express Mail shipping \$30 \_\_\_\_\_

**Grand Total** \_\_\_\_\_

### Payment Information

Visa \_\_\_\_\_ Master Card \_\_\_\_\_ Discover \_\_\_\_\_ Check or Money Order \_\_\_\_\_  
 Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_  
 Name on Card \_\_\_\_\_  
 Billing Street Address \_\_\_\_\_  
 Billing City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Signature \_\_\_\_\_

### Mail, scan & fax or email order to:

**Catforms Testing Service**  
 2388 Cremean Rd  
 Elida OH 45807  
 Phone & Fax: 888-991-7918  
 Alt Fax: 866-211-2872  
 Email: [info@catforms.com](mailto:info@catforms.com)

I have read and understood the requirements for using the California Achievement Tests. I will see that the tests are administered according to the directions. Signature (Required to place order): \_\_\_\_\_

# School Order Information

New to Ordering? Use our **How to Order Worksheet**

## Use of this order form

This order form is for use by private schools and students tested by a private school. Individual home schools must use our Homeschool Order Form.

## Obtaining Student Booklets and Examiner's Manuals for the 1970 CAT

Student booklets are available from Christian Light Publications. For a test order form, please call 800-776-0478. Achievement test order forms are not available on the CLE web site.

## Determining which level in which to place your students

The 1970 CAT has five levels, covering the twelve grades as follows:

Level 1: Gr. 1-2   Level 2: Gr. 2-4   Level 3: Gr. 4-6   Level 4: Gr. 6-9   Level 5: Gr. 9-12

For the grades that could be in either of two levels, a good rule of thumb is to use the lower level if the test is taken during the first half of the school year, and the higher level if the test is taken during the second half. Slower students in grades 2, 4, 6, or 9 will probably find test taking easier in the corresponding lower levels.

## Grade Placement

Generally, it is best to use the chronological grade level for placing students in achievement tests. An exception would be a slow student unable to do a meaningful job in his grade level. Place him/her at the grade to which you wish to have him/her compared. We cannot score a student in a grade outside of his/her test level. *For example, if a Level 4 student writes in his grade as 10, we must change it to grade 9 in order to score it.*

## Scoring of Level 1, 2 Test Booklets (Line 1 of the order form)

Level 1 & 2 booklets are scored by hand, and do not use a Student Response Sheet.

After hand scoring, fill out the Raw Scores Form (each sheet has room for up to 20 students). Do NOT send us the booklets. Order for the total number of students in Level 1 & 2, unless using computer scoring of Level 2 booklets (see below).

## Computer Scoring of Level 2 Test Booklets (Line 2)

Level 2 booklets can be scored by computer. Attach the information label we send you to the front of each Level 2 booklet and send us the entire booklet. Do NOT order recording from raw scores for these tests.

## New! Digital (pdf) test results (Line 8)

Pdf copies of your student test results and school summaries are returned to you on a disk, in addition to the printed test results. Files may be copied or saved to no more than two computers for viewing and printing purposes. Cost is per student, with a minimum fee of \$15 and a maximum fee of \$50.

## Homeschool student surcharge (Line 9)

If you have home school students testing with your school, please add the homeschool student surcharge for each of those students. We have our own homeschool testing service and this surcharge is to match those prices. Because of the success of our new flagging system, we no longer charge extra for learning disabled students of your own whom you wish to exclude from class summaries.

## The Academic Progress Test, Level 2•4 (Line 10, 11)

If you prefer an alternative to Level 2 of the 1970 CAT, we are offering a replacement test, designed to test many of the same concepts with test items of similar difficulty. This test offers norms based on our test population, but not national norms. **Note:** *For more complete results and compatibility with the other grade levels, at this point we recommend using Level 2 of the 1970 CAT.*

## Order Placement, Payment & Shipping

We do not accept school orders via phone. You may place your order online at [www.catforms.com](http://www.catforms.com), send this completed form by mail or fax, or scan and email this form to us. Any common picture (such as jpg) or pdf file format is acceptable.

Payment is due when you place your order, unless arrangements are made otherwise. We accept checks, money orders, Visa, MasterCard, and Discover. Standard shipping is via US Postal Service and is included in the testing prices; Express Mail shipping is available for an additional charge.

## Copyright Notice

All test documents printed by Catforms Testing Service are copyrighted. Please do not photocopy them. If you need duplicate copies, order them on the front of this form (Line 7) or purchase the digital files and print from the disk. If you need reprints later on, order on Line 13.

## Order Processing and Scoring Times

1. Orders are generally mailed out within 3-5 business days of receipt. If you face a tight deadline, email or fax us and we can often have them out in 1-2 days. Orders received during the autumn discount promotion are shipped after January 1 unless you specify an earlier tentative test date.

2. Standard scoring service time for school tests: We will score your tests and ship the results to you in three to four weeks from the time we receive your paid, completed tests. However, we have no guaranteed processing times for tests received during the months of May through August, the Academic Progress Test, Level 2 booklet scoring by computer, and any manual scoring.

3. If you need to have rush scoring of your completed tests, we charge an additional \$1.00 per student to process and ship tests in ten business days or less from receipt by us. Express Mail shipping is an additional charge. You will find rush scoring order information on the back of the Test Shipping Checklist enclosed with your tests. Rush scoring fees will be refunded in the rare case that we fail to meet those deadlines.

**Prices are effective through August 31, 2018.**

## Requirements for Ordering

By signing at the bottom of the order form, you agree to the following:

1. That all testing materials and answer sheets be kept securely in a locked facility with access only by authorized personnel, that they be released only for appropriate use, and, after such use, that all materials be returned to the secured area.

2. That tests be administered fully in accord with the directions given and that there be no prior inspection of testing materials in order to prepare students for specific questions on the tests.

3. That test results be reported only to those qualified to interpret them correctly or accompanied with sufficient explanation to allow correct interpretation by those unfamiliar with the tests.

4. That the confidentiality of test results be protected at all times. We recommend that students not be given copies of their test results.